



## Minnesota Board of Marriage and Family Therapy



### Minutes of the Regular Board Meeting October 21, 2011

**MEMBERS PRESENT:**

Herb Grant, Chair  
Sara Wright, Secretary  
Kay Ek  
Denny Morrow  
Bruce O'Leary  
John Seymour

**MEMBERS ABSENT:**

Mark Flaten, Vice Chair

**STAFF ABSENT:**

Jennifer Mohlenhoff, Executive Director

**GUESTS:**

Benjamin Garbe, Assistant Attorney General  
Steve Peltier  
Students

**I. ORAL EXAMINATION**

Six (6) oral exams were administered prior to the Board meeting. Upon successful completion, licenses were issued to: Monica O'Connell, John Mayo Anderson, Rita Hughes, Jennifer Ramji, Krista Dufrense, and Christopher Markov.

**II. CALL TO ORDER**

Chair Herb Grant called the meeting to order at 10:00 a.m. in the University Room of the University Park Plaza Building.

**III. CONSIDER AGENDA**

Members approved the agenda as presented.

**IV. APPROVAL OF MINUTES OF THE SEPTEMBER 16, 2011, BOARD MEETING**

Denny Morrow made a motion to approve the minutes of the September 16, 2011, Board meeting as written. John Seymour seconded the motion. The motion passed.

## **V. ADMINISTRATIVE REPORT**

Members reviewed Jennifer's Administrative Report as follows.

### Budget Report

Members reviewed the Board's current budget report.

### SWIFT

Members reviewed an update on SWIFT, noting that accounting and reporting issues continue to be experienced. Herb Grant stated that members may contact Jennifer with questions.

### Sunset Commission

Herb Grant reported that Jennifer has begun to work on the Sunset Commission report for submission to legislative staff by November 1, 2011.

### IT Consolidation

Members reviewed Jennifer's report on IT consolidation, indicating that an interagency agreement was executed on October 3, 2011, between the BMFT and the state's Office of Enterprise Technology. All state IT staff has been administratively consolidated under OET; worksite/job responsibilities/reporting structure for IT staff remain unchanged at this time.

### Oral Exam Panels

Suggestive names are being collected from Board members. Jennifer is requesting additional names be given to her by the end of October so that additional oral exam panels may be established.

### Board Bylaws

Herb Grant announced that it is time to make amendments to the Board's bylaws to allow for changes to the 2012 Board meeting schedule. Consideration and amendment of bylaws will occur in November & December to allow for the new 2012 meeting schedule. Any questions/revisions to bylaws must be made prior to the November meeting.

## **VI. CONTINUING EDUCATION VARIANCES – GRANTING OF EXECUTIVE AUTHORITY TO EXECUTIVE DIRECTOR**

Members reviewed a request from Jennifer to grant her the authority to grant continuing education variances.

John Seymour made a motion to approve the motion to grant authority to Jennifer to review and approve continuing education variances including that Jennifer is to report names and outcomes of each variance to the Board at the subsequent Board meeting. Denny Morrow seconded the motion. The motion passed.

## **VII. VARIANCE REVIEW (4)**

### Variance #2011- 009

Members reviewed a request for a variance to the supervision requirement. John Seymour made a motion to approve the variance. Sara Wright seconded the motion. The motion passed/

### Variance #2011-010

Members reviewed a request for a variance requesting an extension to the LAMFT license period.

John Seymour made a motion to approve the variance, adding that the supervisor also be notified of the outcome. Denny Morrow seconded the motion. The motion passed.

### Variance #2011-011

Members reviewed a request for a variance to the continuing education requirement.

Denny Morrow made a motion to approve the variance. John Seymour seconded the motion. The motion passed.

### Variance #2011-012

Members reviewed a request for a variance to sit for the national exam for a sixth time.

John Seymour made a motion to approve the variance. Denny Morrow seconded the motion. The motion passed.

## **VIII. 2012 BOARD MEETING SCHEDULE - DISCUSSION**

Members held lengthy discussion regarding the 2012 Board meeting schedule, and all agreed to amend the Board's bylaws to read that the regular Board meetings shall be held a minimum of six (6) times annually and scheduled regularly throughout the year. Officers and other Board positions shall be elected prior to June 30<sup>th</sup> and take office in July.

## **IX. COMMITTEE REPORTS**

Complaint Committee:

John Seymour requested that the entire Board receive a summary of the issues which the complaint panel has handled. Ben Garbe stated that this task may be delegated to the disciplinary committee, to prepare an annual report of complaint activities. In addition to an annual report, the Board may review public orders with a breakdown of specific issues.

## **X. PUBLIC INPUT**

There were no public comments.

## **XI. OTHER ITEMS**

There were no other items.

**XII. ADJOURN**

Herb Grant adjourned the meeting at 12:30 p.m. on a motion by John Seymour and seconded by Denny Morrow. The motion passed.

**XIII. ORAL EXAMINATION (CLOSED TO THE PUBLIC)**

Four (4) oral exams were administered. Upon successful completion, licenses were issued to: Alexis Nelson, Cory Yeager, Rebecca Cluever, and Amy DeMers.

I hereby attest that these minutes were read and approved by the Board of Marriage and Family Therapy on November 18, 2011.

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Sara Wright, Secretary